



ROCKY MOUNTAIN COORDINATION GROUP CHARTER

Mission Statement

The Rocky Mountain Coordinating Group (here-in-after referred to as RMCG) is established to further interagency cooperation, communications and coordination, and to implement interagency fire management direction in the Rocky Mountain Area (defined as that area inside the Rocky Mountain Region of the National Forest System boundaries). Charter will be signed by geographic agency administrators.

Purpose and Duties:

The RMCG members will be responsible to:

1. Provide interagency leadership and coordinated implementation of current policies, directions and standards for incident management activities.
2. Serve as geographic area clearing house and forum for the identification of interagency fire management issues and their solutions, such as:

Support and promote:

- Ecosystem management
- Wildland/urban/rural interface
- Prevention and education
- Fuels and resource management

Manage geographic area interagency safety and training programs

Provide oversight to National training nominations, at a minimum to 520/620

Establish task groups/teams to address area wide issues

3. Facilitate efficiencies in all incident operations at all levels, including:
 - Selection and management of incident management teams
 - National Type 1 Teams
 - Nominates area command team candidates
 - Provide oversight to area coordination centers
 - Establish the geographic area multi-agency coordination group (MAC)
 - Provide oversight and approval of geographic area mobilization guide.
4. Instill professionalism in all aspects of fire management and develop a full partnership, trust and mutual assistance among the wildland fire protection entities.
5. Recommend a unified course of action to geographic agency administrators in order to promote safety and provide oversight in all aspects of fire and incident management. It is important that RMCG have full authority to implement operational changes. Policy recommendations which require changes, modifications, or costs will be reviewed and approved by agency administrators before implementation.

6. Serve as a geographical focal point for requests for interagency action to and from national and local level.
7. Provide a communication link between local, state, tribal, and federal entities.
8. Utilize the Rocky Mountain Area Coordination Center (here-in-after referred to as RMCC) as a central source of information and assistance for conducting fire business.
9. Recognize outstanding contributions to the betterment of interagency fire management concerns in the Rocky Mountain Area. Plaques and/or certificates of appreciation will be given to those so recognized. Award criteria is found in an appendix to this charter.

Membership:

The RMCG will be composed of the lead fire manager or his/her designee from each of the following agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regions)
- National Park Service (Intermountain Region)
- Fish and Wildlife Service (Mountain and Prairie Region)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- State Forestry (Colorado, Kansas, Nebraska, South Dakota and Wyoming)
- Forest Service (Rocky Mountain Region)

A representative from the RMCC will serve as technical advisor to this group.

Based on the order of the agencies listed above, a chairperson will be chosen to serve a one year term. A vice-chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

The chairperson is responsible for calling meetings, calling for items and setting the agendas, running the meetings, and follow-up on action items. He/she will also sign appropriate RMCG documents/correspondence.

The vice-chair will serve in the absence of the chairperson, will be in charge of the Awards Program, and will coordinate the Spring Fire Management Meeting location, facilities and agenda for the year he/she is Vice Chair.

To maintain continuity in the operation and logistics of the RMCG, a permanent person will be selected from the area fire community who will take minutes, prepare them for distribution, and distribute them to the members and other designated recipients. Costs for that person will be borne by the supplying agency.

The RMCG member or designee will also serve on the Multi-Agency Coordination Group (MAC-Group) when activated. (Ref. RMG 30).

Meetings:

The RMCG will have three regular meetings per year; Fall, Winter, and Spring. The spring meeting should be coordinated with the Area Fire Management meeting. Regular meetings for the coming year will be scheduled at the Fall meeting.

Hosting of meetings will rotate among the RMCG membership. The host will be responsible for adequate hotel and meeting room space and any costs incurred for the meeting room arrangements.

Additional meetings may be called as needed by the chairperson, with agenda and location agreed upon by the membership.

The chairperson may also utilize conference calls.

Agendas and action items requiring RMCG decisions are to be distributed to the membership prior to each meeting.

Permanent Standing Committees:

Specific interagency Standing Committees (here-in-after referred to as Committees) may be formed to deal with various topics. All requests for specific project work to be assigned to and accomplished by a standing committee will be submitted through the RMCG. The RMCG will identify issues and concerns of mutual interest and make assignments to specific committees. The RMCG will provide direction, oversight, and RMCG meeting minutes to the Chairperson of each committee.

Each Committee will have a charter with a mission and a purpose statement. Committee charters will be modified/approved by the RMCG and are an appendix to this charter.

The following is a list of Committees:

1. Dispatch
2. Training
3. Operations
4. Fire Use
5. Fire Business Management (combined with RMA and Great Basin Areas)
6. Information/Education

Committees will elect a Chairperson. Minutes of meetings will be taken and distributed to Committee members and to the RMCG members. Committee Chairpersons or their representative will attend and make a report during at least one annual RMCG meeting.

A safety advocate will be designated on each of the first five committees listed above. Any identified safety issues that cannot be handled within each committee will be given to the suppression operations committee.

Committees may define temporary Task Groups which may have one or more responsibilities. A Task Group, upon completion of its task, shall sunset unless an additional task is assigned.

The RMCG will designate one of its members as Liaison to each Committee.

Expenses:

Except as outlined above for hosting meetings, the costs of salary, travel, per diem, and operating expenses for the RMCG, Committee, and Task Group members will be borne by the member's agency.

The RMCG will determine how to cover costs of special projects.

Appendix:

- I. Award Criteria
- II. Dispatch Committee Charter
- III. Training Committee Charter
- IV. Operations Committee Charter
- V. Fire Use Committee Charter
- VI. Fire Business Management Committee Charter
- VII. Information/Education Committee Charter

Approval:

Regional Director, BIA, Southwest Region

Date

Regional Director, BIA, Rocky Mountain Region

Date

Regional Director, BIA, Great Plains Region

Date

Director, NPS, Intermountain Region

Date

Director, FWS, Mountain/Prairie Region

Date

State Director, BLM, Colorado

Date

State Director, BLM, Wyoming

Date

Regional Forester, USFS, Rocky Mountain Region

Date

State Forester, Colorado

Date

State Forester, Kansas

Date

State Forester, Nebraska

Date

Wildland Fire Coordinator, South Dakota

Date

State Forester, Wyoming

Date

RMCG Award Criteria

Categories:

Type 1 & 2 incident management team members:

When team members have completed a minimum of one three year commitment, they will receive a certificate of appreciation recognizing their service. Upon recommendation of the appropriate incident Commander, certain members who have served their term in an outstanding/above normal manner, may receive a special plaque award. Members may receive more than one award, each specific to that service.

Participants in the IMT program for less than a three year commitment, may receive a certificate of appreciation.

Awards will be issued during the spring RMCG/FMO and/or Team meeting.

Other:

Individuals having made a significant contribution to the betterment of interagency fire management concerns in the Rocky Mountain Area may receive a plaque or a certificate of appreciation as determined by the RMCG. These may be issued at any time, depending on the circumstances.

Process:

Plaques and certificates will be stored at RMACC. The coordinator will track team members for the RMCG, and will inform the group when someone has met the criteria for an award. Names will be presented to the RMCG at the winter meeting. Other nominations with, appropriate justification, may be brought to the RMCG by anyone, and as circumstances warrant. Those awards can be presented at any appropriate time and/or place.

Logistics:

On 1/4/93, an initial stock of 100 plaques was purchased by five agencies (NPS, BLM-CO, BLM-WY, FWS and USFS). As plaques are issued, name plates need to be prepared. BIA and the States need to cooperate on that effort to insure the plates are ready. BIA will purchase a supply of the Certificates of Appreciation when RMCG approves the particular one designed.